

C.R.C.T.

CRCT
In-service
Freedom
Middle
School
Spring 2013



Student success is our priority and we
do it with "P.R.I.D.E."



Daily Testing Schedule

Test Coordinator, Quinton Ward

Test Area	Date
Reading	Tuesday, April 16
ELA	Wednesday, April 17
Math	Thursday, April 18
Make-up	Friday, April 19
Make-up	Monday, April 22
Science	Tuesday, April 23
Social Studies	Wednesday, April 24



Freedom Middle School

2013 CRCT Block Bell Schedule

Each grade level will see the following classes on the following days:

Calendar Day/ Connections rotation	6 th	7 th	8 th
April 16/Odd Day	1 st & 4 th	3 rd & 6 th	1 st & 6 th
April 17/Even Day	2 nd & 7 th	5 th & 7 th	5 th & 7 th
April 18/Odd Day	1 st & 4 th	3 rd & 6 th	1 st & 6 th
April 23/ Even Day	2 nd & 7 th	5 th & 7 th	5 th & 7 th
April 24/Odd Day	1 st & 4 th	3 rd & 6 th	1 st & 6 th

There will be **No ILT** classes on **testing days.**

6th Grade Bell Schedule

Period	Class Times	Comments
CRCT Administration 8:50 – 12:00		
1 st or 2 nd	12:05 – 1:40 (Lunch)	Please see specific team times below this table
4 th or 7 th	1:45 – 2:55	
5 th or 6 th (wait to be dismissed by admin)	3:00 – 4:10 Connections	

**Lunch 6C 1:00 – 1:25

6B 1:05 – 1:30

6A 1:10 – 1:35

7th Grade Bell Schedule

Period	Class Time	Comments
CRCT Administration 8:50 – 12:00		
Lunch	12:00 – 12:50	Please see specific team times below this table.
1 st or 2 nd	12:55 – 1:55 Connections	
3 rd or 5 th	2:00 – 3:05	
6 th or 7 th	3:10 – 4:10	

**Lunch 7D 12:00 – 12:25 7C 12:05 – 12:30 7B 12:10 – 12:35 7A 12:15 – 12:40

8th Grade Bell Schedule

Period	Class Time	Comments
CRCT Administration 8:50 – 12:00		
1 st or 5 th	12:05 – 1:55 (Lunch)	Please see specific team times below this table.
3 rd or 4 th (wait to be dismissed by admin)	2:00 – 3:00 (Connections)	
6 th or 7 th	3:05 – 4:10	

**Lunch 8B 12:30 – 12:55

8A 12:35 – 1:00

8C 12:40 – 1:05

8C only Alternate path to lunch

I recommend that you print 2 copies of this schedule, one for your desk and one to be posted outside of your classroom door.

It is imperative that we follow the schedule.

CRCT Administration Schedule - Grade 6 - 8

Both sections of each content area must be administered on the same day. Under no circumstances may a content area be split across multiple days; to do so is a violation of test security.

Reading 4/16	Distribution booklets, answer documents and reading directions	10 min.
Pg 16	Test administration - Section 1	45-70 min.
	Break	10 min.
Pg 19	Test administration - Section 2	45-70 min.
ELA 4/17	Distribution booklets, answer documents and reading directions	10 min.
Pg 20	Test administration - Section 1	45-70 min.
	Break	10 min
Pg 23	Test administration - Section 2	45-70 min.
Math 4/18	Distribution booklets, answer documents and reading directions	10 min.
Pg 24	Test administration - Section 1	45-70 min.
	Break	10 min
Pg 27	Test administration - Section 2	45-70 min.
Science 4/23	Distribution booklets, answer documents and reading directions	10 min.
Pg 28	Test administration - Section 1	45-70 min.
	Break	10 min
Pg 31	Test administration - Section 2	45-70 min.
Soc Stud 4/24	Distribution booklets, answer documents and reading directions	10 min.
Pg 32	Test administration - Section 1	45-70 min.
	Break	10 min
Pg 35	Test administration - Section 2	45-70 min.



Freedom Middle School
CRCT/CRCT-M Administration Spring 2013
Testing In-service Part I April 12
Testing In-Service Part II April 26

ALL teachers- All teachers will pick up their testing tubs and will be standing at the door of their testing room by 8:35 a.m. each morning.

All Students- After being released from the cafeteria and the gym students will report directly to their testing room. There will be no morning locker break during the morning of testing.

Distribution of Materials- Testing materials may be picked up in the testing room (308) between 7:45 a.m. -8:30 a.m. Materials must be picked up by the examiner by 8:30 a.m. All testing sessions must begin when Mr. Ward makes the announcement to start testing. Each examiner is asked to be in his/her testing room by 8:35 each morning to receive the students that will be testing in your room.

Collection and Return of Material- All materials must be checked in to the Testing room by 11:50 a.m. each day. All test examiners and/or proctors must be in their assigned area by 8:35 a.m. each morning. Collect and count all test materials after the full testing period has ended. Complete the daily absence sheet for any student missing one or both sections of the test. Place the following items in the tub from bottom to top:

- Test booklets (Alpha order by last name)
- Answer documents (Alpha order by last name)
- Examiners Manual
- Testing Folder (with pertinent documents inside)
- Pencils (Please collect and returns pencils each day)

After you have prepared your materials for return, ask the hall monitor to watch your class while you return testing materials to the testing room. Return the test materials as soon as your students are done testing. ***Do not wait.*** Keep students in your class until instructed otherwise.

Emergency Situations- Please remain calm and notify an administrator immediately, by sending the hall monitor to the grade level administrator's office, telephoning the main office at ext. 48702 or by telephoning the counseling office at ext. 48732 ASAP....Await instructions from an administrator.

Late Students- Will be housed in the cafeteria. Please do not allow any student to enter or leave the testing area without approval from an administrator.

Make-Up Testing- Will take place in the afternoons following the test and/or on assigned make-up testing days.

The Make-Up Testing Committee

Ms. Warner	Mrs. A. Martin	Mrs. Walsh
Mr. Lighner	Mrs. Hanson-Hendricks	Mrs. R. Johnson

Testing Room Operators (please report daily by 8:00 a.m.)

Mrs. P. Smith	Mrs. M. Smith	Mrs. C. Smith	Mrs. Whitaker
Mrs. Shepherd	Mrs. Berry	Ms. T. Raphael	

Testing Hall Facilitators

6th Grade Mrs. R. Johnson, 7th Grade Mrs. Livsey, and 8th Grade Ms. Warner

Each hall facilitator will be stationed in the middle of the hall (8:20 - 8:50). Their purpose is to assist with the logistics of the hall in which they have been placed.

Important Points To Remember

- Please unlock all testing room doors
- Students must receive/use the same test booklet and answer document each day.
- Read your special notes each day.
- READ THE TEST SCRIPT VERBATIM
- You may repeat any part of the directions as many times as needed, but you may not modify the words used.
- Monitor! Monitor! Monitor! This means give the students and what they are doing your undivided attention. Do not sit or work at your work station. Please walk around ensuring that the students are not bubbling in the wrong section. Make sure the students are not drawing on testing materials.
- Items in the test setting that can provide clues must be removed.
- Observe time limits. Write start-time and stop-time on the board. Promethean Board times may be used. Each child will receive a minimum of 45 minutes (even if the entire class has finished). Do not collect any students material prior to 45 minutes from the start of testing. Please encourage the students to review their work.
- Both sections of a content area test must be administered on the same day.
- DO NOT under any circumstances collect materials until after the full testing period has ended.
- Students may not be sent out to the restroom or anywhere until all materials have been collected.
- Document anything that may result in a testing irregularity on your Examiners Journal.

NOTE: Failure to adhere to these requests jeopardizes the test environment and could lead to classroom or whole grade invalidations.



Make-up Testing

Each morning late students will report to the cafeteria and sign-in. These late students will make-up the section of the CRCT that they missed each afternoon @ 1:50 p.m. You will be emailed an afternoon make-up testing student list every day at 1:00 p.m. The students who are on the list should be released at 1:50 p.m. to room 613 where they will be received and then escorted to their designated testing room. After the students complete their make-up test they will be given a pass to return to class.

We ask that you assist us by placing the answer document and test booklet of each student who was absent for testing on the top as you return your testing materials each day. Please make sure that the student's printed name is on his/her answer document and test booklet. We also ask that you complete the student absentee roster each day

**P
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Teacher Name_____

Testing Room#_____

Student Name_____

Test administrator, please initial each day after you have read the note:

_____4/16

_____4/17

_____4/18

_____4/23

_____4/24



YOU HAVE SPECIAL CIRCUMSTANCES THAT MAY CHANGE DAILY.

____You have students in your testing room who will receive a calculator on 4/18. Their name
will be on the calculator. Read your roster to determine who.

_____ Will be provided a calculator on 4/18

_____ Will be provided a calculator on 4/18

_____ Will be provided a calculator on 4/18

You have students who will/will not test with you everyday.

_____ ☐ Will ☐ Will not test with you only on _____

_____ ☐ Will ☐ Will not test with you only on _____

_____ ☐ Will ☐ Will not test with you only on _____

You have students who can mark their answers in his/her test booklet. They will not have an answer document.

_____ Can mark his/her answers in the test booklet

_____ Can mark his/her answers in the test booklet

_____ Can mark his/her answers in the test booklet



CRCT Student Absentee Roster

Teacher Name _____ Testing Room Number _____

Does this testing room give accommodations ___ Yes ___ No

When a student is absent print the student's name below and place an **X** noting the section that they missed.

Student Name	Reading 4/16/13	ELA 4/17/13	Math 4/18/13	Science 4/23/13	Social Studies 4/24/13
<i>Quinton Ward</i>	X		X	X	

This document is to be completed and turned in with the testing tub each day.

GENERAL RESTROOM BREAK GUIDANCE

A) All students - Before testing & during any scheduled breaks:

We have received the following two quotes from Georgia DOE:

- "Teachers can take students to the restroom before the test begins."
- "If they take students to the restroom during a scheduled break, then students have to be monitored so that there is no talking."

This office would add the following additional guidance relative to any breaks the school may schedule at the break between sections:

- (1) "Whole class" restroom breaks should occur only prior to testing.
- (2) If conducted as a scheduled break during the testing period, they should be provided on an "as needed" student-by-student basis.
- (3) The monitoring referred to above must be direct . . . in other words an adult must accompany student(s).
- (4) Materials of any student(s) who exits for a restroom break must physically be under the control of an Examiner or Proctor while the student(s) is outside of the test setting.
- (5) Student(s) may not be left unattended/unsupervised in the classroom – with or without secure test materials.

B) All students during actual administration time:

A student's health or dignity should never be put at risk if they appear to be ill and/or in need of a visit to the restroom. *(Remember, if a student appears to be ill prior to the beginning of testing . . . They should be excused before testing starts and can be made up when appropriate.)*

- (1) If a student must be excused, during actual administration time:
- (2) An adult must accompany student.
- (3) The School Test Coordinator or Principal must be notified.
- (4) The test materials must physically be under the control of an Examiner or Proctor while the student is outside of the test setting.
- (5) This process must occur discreetly and quietly in order to not impact other students.
- (6) If this process is followed, the student may re-enter and resume testing with their class.
- (7) "If the student is monitored by an adult, and the time of exit is recorded, then the student can return. He/she should be given the remaining time." Remaining time includes the time the student "lost" due to the situation and any time that may be remaining in the test setting they exited.

C) Students with an IEP or 504 Plan that provides for "Frequent (Restroom) Breaks" during administration time:

If an instance arises where a break needs to be provided during administration time as a result of a **documented special/medical need**, the student must be accompanied from the test setting by an adult to address that documented need.

Student test materials should be secured by an adult.

Adult supervision/actions as described above will assure security and allow the student to return and complete the appropriate section.

This process must occur discreetly and quietly in order to not impact other students.

CRCT/CRCT-*M* Examiner's Incident Log

School: Freedom Middle School

Teacher: _____

Grade: _____

Use this document to note any aspects of testing on the dates below that might constitute an “unusual” circumstance. If you believe that it may constitute an “irregularity”, please notify your School Test Coordinator. Examples of things to note (not an all-inclusive list): student sleeping during testing, student not completing/refusing to complete test, power failure, relocation of classroom due to building issue, a “late start” to testing due to an unforeseen event, student need to leave testing for a restroom/medical emergency, student misbehavior, a student getting “off” when bubbling necessitating erasures to resolve, etc.

DATE	STUDENT(S)	EVENT	COMMENTS
April 16, 2013 Reading			
April 17, 2013 ELA			
April 18, 2013 Math			
April 19, 2013 Make-up			

DATE	STUDENT(S)	EVENT	COMMENTS
April 22, 2013 Make-up			
April 23, 2013 Science			
April 24, 2013 Social Studies			
April 25, 2013 Make-up			

SCHOOL TEST COORDINATORS:

- Any event that may constitute an irregularity should be discussed with the Assessment Department within 24 hours of occurrence
- Retain originals at school level
- Submit copy in envelope provided to Testing Warehouse with scorable answer documents

Teacher Testing Room Assignment Roster
Alphabetized by teacher

Testing Room Assignment	Teacher	Checked out	Checked in
801	Adu		
815	Allen		
818	Amorose		
303	Arnette		
605	Ball		
306	Bassa		
602	Brent- Willis		
616	Bridges		
402	Bryson		
703	Calloway		
712	Carter		
Report to the Testing Room	Causey		
909	Clark, L		
913	Clark, M		
814	Clark, N		
Behind Mr. Ward's Office	Cloyd		
711	Collier		
809	Cunningham, A		
704	Cunningham, B		
304	Daffin		
302	Davis. C		
Admin Conference room	Drummond		
Parent Center	Ekemam		
807	Gentile-Porter		
609	Golden		
811	Hampton		
715	Hanson-Hendricks		
808	Hardy		
718	Harris		
708	Heath		
817	Hill		
707	Hollingsworth		
907	Hooper		
608	Hunter		
604	Johnson, A		
614	Johnson, B.		
610	Johnson, J.		
611	Jones, M		
Media Center	Ketter		
714	Lawson		
607	Lightner		
915	Lindsay		
709	MaNais		
705	Martin, K		
806	McFadden		
710	McKenzie		
603	Mitchell, K		
502	Mulholland		

Teacher Testing Room Assignment Roster

Alphabetized by teacher

ISS	Nesbitt		
812	Nicholson		
501	Oconnor		
716	Owens		
816	Perryman		
301	Porter, Chaundra		
Report to the Testing Room	Powers		
803	Rochelle		
606	Ross		
401	Sanders		
713	Sellers		
813	Shelton		
406	Strong		
717	Thomas, C		
601	Thomas, E.		
810	Thompson, V		
Media Center	Walsh		
805	Ward, R		
403	Watkins		
905	Watson		
612	Whitehead		
706	Wilcox		
Report to the Testing Room	Zellers		
Cafeteria	Zubber		

TEST SECURITY INFORMATION FOR SCHOOL TEST COORDINATORS/TEACHERS/EXAMINERS

This section on security includes information that applies to both test coordinators and teachers. This information is intended to help teachers understand the procedures that test coordinators use to inform them of their responsibilities.

The need to be very careful regarding test security is critical. Test coordinators should be certain that they are aware of their responsibilities and have made everyone who assists them with test administration aware of his/her responsibilities. Staff members who are not involved in testing should also be aware of the school's responsibility for test security. Paraprofessionals, custodial staff, and others in the school who may be in classes during testing or may be in the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

Situations may arise which call for unplanned reactions. New questions may arise about what can and what cannot be done in relationship to testing issues. Therefore, test coordinators may have to make decisions on what actions should result. Attempting to analyze each situation by asking the following questions may help to decide the proper action to take:

Could this possibly give one student an improper or unfair advantage over others?

Could this possibly give one teacher's class an improper or unfair advantage over others?

Could this possibly give a student or teacher advance knowledge of the test?

Could this possibly be considered as teaching a child a small amount of information that is known to be on the test, or is very likely to be on the test, rather than teaching skills and the entire curriculum for the subject area to be tested?

Could this possibly be considered unethical or a violation of board rule, professional teaching practices, the provisions in the *GaDOE Student Assessment Handbook*, or the instructions in the *Examiner's Manual*?

If the answer to any of the above was yes, then the action would be improper and should not be taken. This does not mean that teachers should not prepare students for standardized tests. They could have a daily review of skills or concepts that are to be tested. They should also be taught appropriate test-taking skills. Teachers should contact the School Test Coordinator for any questions about testing issues. If an answer is not readily available; one will be obtained from the GaDOE by the System Test Coordinator.

Following is a list for consideration prior to testing. The list should not be considered all-inclusive.

Must Do:

- Contact the School Test Coordinator if any question arises about tests or test security. The school principal must also be made aware of any issues involving testing or test security.
- Keep all testing materials stored in a secure place accessible only by the principal and the test coordinator. The GaDOE recommends that tests be stored in a locked cabinet in a locked room. If an adequate number of locked cabinets are not available then test materials are to be stored in a locked room to which only the principal and test coordinator have access. Restricted access should be confirmed prior to receipt of test materials.
- Be certain that everyone involved in the testing process has been properly trained and informed of responsibilities in the area of test security. Provide sign-in sheets and rosters as well as training agendas. Attendance at training must be mandatory and well-documented. Untrained examiners must not be allowed to test.
- Be certain that all materials issued to persons administering tests are counted carefully when given out and when returned. Keep a daily log of checkout times and return times. If a problem occurs, notify the School Test Coordinator immediately.
- Distribute testing materials as close to the actual testing time as possible.
- Be certain that all persons receiving materials sign a checkout sheet when they receive the materials. This sheet should show date and time.
- Make certain that all materials are returned immediately after the testing session. Teachers are responsible for turning them in and coordinators are responsible for verifying that they do.
- Be certain all persons returning materials sign a check-in sheet. This sheet should show date and time.
- Be certain that materials are issued only to persons who have been carefully advised of their responsibilities for test security.
- Follow instructions in the test manual exactly. This is very important because manuals change each year. Not doing so can invalidate test scores.
- Be certain that the test coordinator, principal, or principal's designee is present when demographic data (name, student number, etc.) is entered on test booklets for grades K-12 if this is done in advance. This should be done in a central and well supervised location.
- Take down or cover any content materials displayed in the classroom if the item could provide assistance to students during the test.
- Teachers should collect and turn in to the School Test Coordinator any scratch paper used during a standardized test and the School Test Coordinator should destroy it. Scratch paper must not be used for a test if the test directions do not allow it.
- Teachers should notify the School Test Coordinator of any problems that occur during testing. School Test Coordinators should immediately notify the principal in writing of any problems and then notify the System Test Coordinator. If necessary, the System Test Coordinator will notify the GaDOE.
- Make certain that everyone involved in testing in any manner is aware of the items in this list and the list below.
- Make certain that everyone involved in testing is aware of professional practices and the consequences of violations.

Must Not Do:

- Allow anyone to see test forms for any state-mandated test before they are administered—not even for a brief look regardless of the reason.
- Copy tests or test materials in any way—no photocopies, no handwritten copies, no notes may be made about test content, including GAA portfolio entries.
- Allow anyone else to copy tests, testing materials, or make notes about test content.
- Keep tests or testing materials at the end of the testing session or the assessment window.
- Give students the answer, or any clues to the answer, to any test item.
- Make notes about test content during test administration.
- Use any information about actual test items, regardless of how it is obtained, to help students prepare for the test. Such information may not be shared with anyone for any purpose. This does not include appropriate sample test items or practice materials.
- During instruction, teach a particular problem or bit of information because it is known to be on the test. (This does not mean that skills and concepts, which are listed in the objectives or on test profiles, should not be emphasized—they should be.)
- Add anything to, or delete anything from, the directions in the test manual. This violates standardized test conditions and may invalidate scores. Directions may be clarified.
- Discuss test items or actual test content with anyone at any time. This does not prohibit discussions about test objectives, test profiles, test results, or test preparation.
- Select and distribute test materials, test forms, writing prompts, etc. in a manner designed to provide a student/group of students with an advantage over others.
- Alter or interfere with a student's responses.
- Remove secure test materials from their secure storage location for reasons other than the preparation of materials for testing, actual test administration, and the completion of tasks prescribed by test administration manuals or the *Student Assessment Handbook*.

I received a copy of this three-page document (*Test Security Information for School Test Coordinators/Teachers/Examiners*) and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Name: _____ Date: _____